

Technical and Further Education provider access policy

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| Date last reviewed | January 2023 |
| Committee Responsible | FGB |
| Designated member of staff | M. Winpenny (Deputy Head) Ian Poole (Careers Coordinator) |
| Date of next review: | January 2024 |

STATEMENT OF INTENT

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Student entitlement

Students in years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme this provides information on the full range of education and training options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

A provider wishing to request access should contact Careers Coordinator Ian Poole on ipoole@hollyfield.kingston.sch.uk or telephone 0208399 4500 extension 119.

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents: There is a regular Personal Development and Well Being (PDW) lessons for students and also a number of

assemblies. During the summer there are a number of organised enrichment activities in which external providers are often invited to participate.

| | Autumn Term | Spring Term | Summer Term |
|---------|--|--|--|
| Year 7 | PDW/Assemblies | PDW | Assemblies |
| Year 8 | PDW/Assemblies | PDW Session Assemblies | Future choices assembly PDW sessions |
| Year 9 | PDW/Assemblies | Year 9 option choices assembly Year 9 options Evening Year 9 Careers event | PDW sessions |
| Year 10 | PDW/Assemblies | PDW/Assemblies | Year 10 Activities week College talks/visits |
| Year 11 | Careers Fair October Post 16 assembly Apprenticeship talks | The World of Work show in Twickenham PDW/Assemblies | Exams |
| Year 12 | Careers Fair October Higher Education Fair Post 18 assembly – apprenticeships Assemblies/Enrichment | Assemblies/Enrichment Small group sessions: future education, training and employment options | Assemblies/Enrichment Assembly Mock Interviews Work experience placements |
| Year 13 | Assemblies/Enrichment Workshops – HE and higher apprenticeship applications | Assemblies/Enrichment | Exams |

Please speak to our named Careers Coordinator, Ian Poole, to identify the most suitable opportunity for you.

The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

Premises and facilities

The school will make the main hall, classrooms or meeting rooms available for discussions between the provider and students, as appropriate to the activity. This might also be in a virtual format. The school will also make available AV, and access to WiFi other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

Approval and review

Approved *[date]* by Governors at Curriculum and Standards Committee

Next review: *[date]*

Signed: *[name]* Chair of Governors

[name] Head teacher